



Employee's Last Day Timekeeping

Termination/Resignation/Retirement

What do I record after the employee's last day?

Record nothing after the employee's last day. Days should be left blank (avoid using zeros). Totals & Schedule Hours may be less than 80 hours for an employee's final timecard, depending on the employee's last day in pay status.

While employed, an employee should record all hours worked. No Hours Worked, Administrative Leave or Personal Leave Types should be recorded after termination date. If resignation occurs mid shift, employee should be paid only for Hours Worked, unless employee elects to use leave for the remainder of the shift.

If employee intends to use leave before their Resignation or Retirement Date, the employee should provide advance notice of any scheduled leave days in the written two weeks' notice. Employee should pre-populate all future timecards and approve timecards.

A copy of the employee's resignation notice should be forwarded to the departmental HR liaison. Expect the action to be processed in Oracle within two (2) weeks. The employee will be paid for any eligible leave type balances in the paycheck after the last paycheck with worked hours.

Example – Employee's last day occurs mid pay period.

Pay Code	Transfer	Sun 4/23	Mon 4/24	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28	Sat 4/29	Total
X Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
X <Enter Pay Cod...									
X Schedule			8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM		
X Daily Total			8.0	8.0	8.0	8.0	8.0		40.0
Pay Code	Transfer	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06	Total
X Hours Worked									
X <Enter Pay Cod...									
X Daily Total									





Employee's Last Day Timekeeping

How long might a former employee show as an Active Employee?

Ensure that the copy of the employee's resignation notice was forwarded to the departmental HR liaison. Employees are visible in Mctime until the termination is processed in **Oracle**. Delete pre-populated "Hours Worked" in the current pay period past last day and in future "next" pay period. While the employee record remains in Mctime the manager should continue to approve a blank timecard. This should occur no more than one pay period, as it will delay the former employee's eligible leave payout.

Sometimes the employee termination has been processed, but a manager may be using a private "Direct Reports" *HyperFind* that does not exclude terminated or inactive employees. In this case, contact Mctime to review the *HyperFind* criteria.

What if the Termination Oracle action is processed before the employee or manager completes the former employee's final timecard?

If employee's termination/resignation/retirement has already been processed in the HR Oracle system, the employee record will not be in the manager's "ALL HOME" (active records). The former employee will no longer have access to their own timecard. Manager can locate the timecard using the Mctime *HyperFind*: **_Terminated with Worked Hours**.

The screenshot shows the Genies HR system interface. At the top, it says "Genies" and "Pay Period Close" with a dropdown arrow. Below that, it says "Loaded 10:45AM" and "Previous Pay Period" with a dropdown arrow. To the right, there is a search bar containing "_Temporary Employees" and a dropdown arrow. Below the search bar, there is a list of "Hyperfinds (59)". The list includes "Ad Hoc", "_Temporary Employees", "_Terminated Employees", "_Terminated with Worked Hours" (highlighted with a red box), "_Unschd Leave with OT", and "_Unschd Lv with Hol Prem Pay".

Dept Division	Section - Subsection	Employee Name	Emp ...	Manager Name





Employee's Last Day Timekeeping

What if the Termination Oracle action is processed before the employee or manager completes the former employee's final timecard and employee no longer shows a leave balance?

If former employee's leave balance is removed, manager should request "Restore Leave for termination/resignation/retirement <Name> <ID#> from Finance, Payroll mailbox. By completing the timecards as soon as possible, this step can be avoided.

How does former employee access final pay slip when access to Employee Self Service (ESS) ends?

Former employees receive pay for the final hours a minimum of two weeks after their last day of work, in the normal pay cycle.

For example, an employee's last day of work was April 14, 2023. The pay period was April 9 – 22, 2023. When the employee has direct deposit, pay is received on May 5, 2023, for the hours worked through April 14, 2023. Any eligible leave payout will occur in the next biweekly cycle received May 19, 2023.

- The **pay slip** for any work or leave in the previous pay period (March 26 - April 8, 2023) will likely be available to the employee through ESS on April 21, 2023. If the Oracle termination action has been processed, a mailed pay slip can be requested.
- This **pay slip** for April 9 – 22, 2023 is MAILED to the address on file – this pay slip will NOT have accrual leave balances.





Employee's Last Day Timekeeping

Two weeks later, the employee receives FINAL pay – any eligible leave payout, less any amounts owed.

- This **pay slip** is **MAILED** to the address on file – without reference to leave balances.

April 2023							May 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

Approximately one week after the Leave Payout is processed, access to the "Former Employee Portal" will be provided by mail (and/or personal email). This portal will grant access to historical payslips and W-2s (previous and future). Letter will include a User ID and temporary password. Former Employee Portal must be activated within 60 days.

Active Employee Death

In the event of employee death, no Hours Worked, Administrative Leave or Personal Leave Types should be recorded after date of death. Deceased employee compensation for that day should cease as of the time of death unless there is a provision otherwise in law, regulation and or an appropriate collective bargaining provision, if one should exist.





Employee's Last Day Timekeeping

Deceased employee's manager must notify OHR Health Insurance Team, and departmental HR Liaison (preferably in writing) with deceased employee name, ID#, and date of death. The Benefits Team will update insurance benefits and will reach out to the beneficiaries and/or survivors on record. To initiate a request regarding death benefits, online users can contact MC311 for the 'Death of a County Retiree, Active Employee or Dependent' form to submit a "Service Request". A Health Insurance Team member will respond, within 2 business days, to discuss this request and provide an expected completion date. Deceased employee's designated beneficiary will receive the final pay, and any eligible leave payout due.

Contacts

- MC311 - to speak to a Customer Service Representative, please call: 311 (or from outside of Montgomery County: 240.777.8228) between 7:00 AM – 7:00 PM, Monday – Friday.
- Departmental HR Liaison and/or MCtime Subject Matter Expert (SME)/ Point of Contact (POC)
[MCtime Point of Contact List \(including Holiday Coordinators\)](#)
- Finance, Payroll (Payroll@MontgomeryCountMD.gov) or 240-777-8840
- Finance, MCtime (MCtime@MontgomeryCountyMD.gov)
- Montgomery County Employee Retirement Plans MCERP or 240-777-8230
- Fidelity DCP Onsite Representative or 240-777-2828
- Empower (Mass Mutual) DCP Contact or 855-756-4738





Employee's Last Day Timekeeping

Leave Payout

What are the withholdings from the Leave Payout?

Any requested deferred compensation amounts is withheld. Federal and State income tax amounts, Social Security and Medicare amounts are required to be withheld. The Leave Payout is not considered to be pension eligible earnings. Neither benefits nor retirement deductions are taken from the Leave Payout. However, if an employee has any County debt/arrears/lost equipment, it can be withheld from the Leave Payout.

The Leave Payout is normally processed in the cycle following the paycheck for the employees last active payroll/worked hours.

Can the leave payout balance be deposited into the ERS/RSP or GRIP retirement plan upon separation from the County?

No.

Can the leave payout balance be deposited into the deferred compensation plan (DCP) upon separation from the County? If so, is there a maximum number of hours?

Any eligible Leave payout can only be deposited into the Deferred Compensation Plan (DCP), if the employee has not yet contributed the annual Calendar Year (CY) limit. SharePoint Forms must be accessed on the County Network or VPN.

- [Sick Leave Payout FAQ.pdf](#) (located on sharepoint.com)
- [Fidelity Sick Lump Sum Payout Form.pdf](#)
- [Fidelity Lump Sum Payout Form.pdf](#)
- [Empower \(Mass Mutual\) SICK LEAVE PAYOUT FORM .pdf](#)
- [Empower \(Mass Mutual\) Annual Comp LEAVE PAYOUT FORM.pdf](#)





Employee's Last Day Timekeeping

What are the Deferred Comp Plan (DCP) Limits?

Contributions to the DCP account are limited by the IRS. [MCERP website](#) has any DCP Calendar Year limit updates.

Deferred Comp Plan (DCP) Calendar Year Limits could be:

- Annual Elective Deferral limit;
 - Age 50-Plus Catch-up limit (if at least age 50 during CY):
 - Final 3-year catch-up contribution, if eligible*.

* Contact the DCP representative to validate eligibility.

